

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: January 26, 2012

LEAVE ACCOUNTING LETTER #12-002

TO: All Agencies/Campuses in the California Leave Accounting System (CLAS)

FROM: Lisa Crowe, Chief  
Personnel/Payroll Services DivisionRE: **USAGE ONLY BENEFITS - CALENDAR YEAR RESET**

On January 24, 2012, the State Controller's Office reset the Total Hours/Days Used to zero for the 2011 calendar year Usage Only Benefits:

**CIVIL SERVICE**

Dock  
Family Medical Leave Act\*  
Health & Dental  
Jury Duty  
Maximum Hours Worked (excluding EDD)  
Mentor Leave  
Union Time Off

**CSU**

Dock  
Funeral Leave  
Jury Duty  
Parental Leave  
Union Time Off

These benefits were reset with the posting of a Begin Total transaction (code 27) to the January 2012 leave period.

\*The Family Medical Leave Act benefit was reset to zero for all excluded employees and rank and file employees in Civil Service Bargaining Units 1, 2, 3, 4, 6, 7, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20 and 21, in accordance with their bargaining unit contracts. Per PML 2011-031 Bargaining Unit 6 will change from a 12-month rolling year to a 12-month calendar year for FMLA beginning January 2012. The benefit was not reset to zero for rank and file employees in Bargaining Units 5, 8, 9, and 16.

For Bargaining Unit (BU) 02 employees the Professional Training/Development Day benefit will be reset to zero on a fiscal year basis beginning July 2012; this is because three of the five PDD days available in 2011 can be carried over through June 30, 2012. (See Section 13.24 of the BU 02 contract.)

If you have any questions regarding this letter, please contact the Leave Accounting Liaison at (916) 327-0756.

LC:HM:CLAS